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10 February 1955

MEMORANDUM FOR: Chief of Logistics  
FROM : Chief, Technical Review and Policy Staff  
SUBJECT : Weekly Activity Report

1. General

25X1C

b. The Inspector General's Report - (continued item)

The Inspector General's report dated 22 January 1955 has been reviewed in detail. Comments concerning recommendations have been received from all Staffs and Divisions. An itemized list of each recommendation and conclusion is in process of preparation. Upon completion of this list, each recommendation will be segregated into appropriate categories which will constitute the basis for reply to the Director through the DD/S by 1 March 1955. Detailed comments will be forwarded to the DD/S with a letter of transmittal for the DCI from the DD/S. This letter of transmittal will indicate critical areas which can not be resolved by the Logistics Office or which require joint action with other Agency components.

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2. Projects and Studies in Process

- a. OCD Request to Transfer the Davidson Machines [REDACTED]  
[REDACTED] - (completed item)

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Attended meeting held by ACOP with the Chief, Printing and Reproduction Division, OCD Executive Officer, and the Printing Advisor to arrive at a final decision on this matter. It was decided to transfer four Davidson presses to [REDACTED] for a one-year trial period. Three Printing and Reproduction Division employees are to be assigned to the operation of these machines. A memorandum has been prepared to the Assistant Director, OCD, for the signature of the Chief of Logistics setting forth the details of this arrangement.

- b. Problems with Respect to the Reproduction Shop [REDACTED]  
(continued item)

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Assistance to the Planning Staff on this matter is being continued. Meetings have been held with the Chief, Cartography Division, ORR, and the Chief, RI, DD/P, to discuss the requirements for the emergency period and the equipment which will be required at the Center to satisfy these requirements. The majority of requirements have now been obtained and a fairly accurate estimate can be made as to the equipment, personnel, and supplies which will be required to satisfy these requirements. Accordingly, a meeting has been set up for 14 February 1955 with representatives [REDACTED] to determine if sufficient space is available in which to house the equipment and supplies which will be required to satisfy the known requirements.

- c. Financial Control of Property - (new and continued item)

Conducted meeting to solidify plans for implementing on a test basis in the [REDACTED] the manual method of financial control procedures for property. Test will be initiated by Headquarters team composed of representatives from Logistics Office, Finance Office, and EE Logistics. Based on findings and results obtained it is expected that this system or a modification of same will be implemented on a world-wide basis exclusive of Headquarters and FE/[REDACTED] areas which are governed by the machine method of financial control of property.

3. Items of Interest

- a. Requisition Reviews - (continued item)

Requisition No. PR 684-55 for one Vadercook Proof Press and a transparency cabinet for use in the Composition Section, Printing Branch, Printing and Reproduction Division was approved. This press is urgently needed to replace an old small bed proof press on which it is impossible to do precision work. The lack of such equipment has made it necessary to use production equipment for producing proofs. Verbal approval of the Joint Committee on Printing was obtained by telephone.

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